

# Retention and Classification Report

**Agency:** Davis County (Utah). Department of Building and Grounds (2488)

Davis Co. Memorial Courthouse  
28 E. State Street, P.O. Box 618  
Farmington, UT 84025

**Records Officer** Yvonne Christensen

11695 Housekeeping files

**AGENCY:** Davis County (Utah). Department of Building and Grounds

**SERIES:** 11695

3

**TITLE:** Housekeeping files

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 73.

**AUTHORIZED:** 09/18/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

**AGENCY:** Davis County (Utah). Department of Building and Grounds

**SERIES:** 11695

**TITLE:** Housekeeping files

(continued)

**PRIMARY CLASSIFICATION:**

Public